

**DEPARTMENT OF MEDICAL ASSISTANCE SERVICES
EMPLOYMENT OPPORTUNITY**

This Agency is charged with ensuring proper **MEDICAID** services to qualified recipients. Please visit our website and the Commonwealth of Virginia's website referenced below for additional information and qualifications.

MEDICAL FACILITIES INSPECTOR

Role Title: Health Care Compliance Specialist II

Position # W0184

Pay Band 5 Level I - Hiring Range: \$20.08 - \$26.00 per hour

HOURLY POSITION – NO STATE BENEFITS

Closing Date: January 29, 2014

Agency seeks self-starter to serve as liaison between PRU staff and SAS programmer. This position is responsible for requesting and receiving data claims files for provider reviews, formatting data from SAS files into excel spreadsheets and notifying assigned analyst of file completion. Incumbent also creates medical record requests from selection of claims and formats for provider notification, and analyzes claim histories, compiles findings, and assures accuracy of provider preliminary findings list. Applicants must have demonstrated ability to analyze data and resolve problems. Requires working knowledge of medical standards of treatment. Must have demonstrated ability to organize and prioritize work assignments, and work independently. Requires demonstrated ability to analyze computer generated reports. Must be able to communicate effectively orally and in writing. Must be proficient using spreadsheet, database, and word processing software applications. Graduation from an accredited college with coursework in computer technology, auditing or related field or an equivalent combination of training/experience.

THIS IS AN HOURLY POSITION LIMITED TO 29 HOURS PER WEEK.

ONLINE STATE APPLICATION REQUIRED

Resumes will not substitute for state applications. DMAS will only accept online applications submitted through the Recruitment Management System (RMS) by 5:00 p.m. on the closing dates referenced above.

FAXED, E-MAILED, OR PAPER APPLICATIONS WILL NOT BE ACCEPTED

Receptionist: 804-786-5408, TDD 800-343-0634

Web Sites for Vacancy Listings

RMS: <http://jobs.agencies.virginia.gov/applicants/Central?search=602>

DMAS: http://www.dmas.virginia.gov/ab-position_vacancies.htm

Applicants needing accommodation to apply for openings should contact the DMAS receptionist for additional information.

EEO/AA/ADA